TAB

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CONFIDENTIAL

23 June 1954

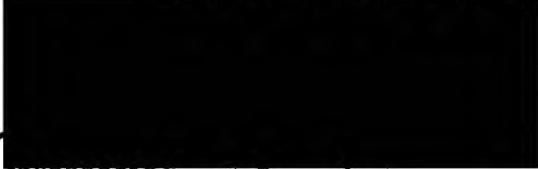MEMORANDUM FOR: Chief, Plans and Analysis Staff/OP

SUBJECT: Safeguarding of Records

1. Pursuant to the general discussion held in the Office of Personnel Staff Meeting this date, it is requested that your Staff prepare an Office of Personnel Memorandum along the following lines.

    a. Effective immediately, only those employees of the Files Section, Transactions and Records Branch, Processing and Records Division (TRB/PRD) will be permitted to enter the vault area of Wing H Curie Hall. No other employees will be permitted to enter that area for any purpose whatsoever. Anyone desiring any information will be required to make a request to the Supervisor, Files Section on Extension ███

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    b. The vault area containing the Position Control records in Wing I will be restricted to as few employees as possible. Only those employees of other Staffs and Divisions that are absolutely necessary will be permitted to enter that area. All Staff and Division Chiefs are requested to submit to the Chief, PRD a list of those employees who must have access to Position Control Records, and the reasons therefor.

2. It is imperative that the issuance of the above OPM be expedited.

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Chief, Processing and Records Division

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CENTRAL INTELLIGENCE AGENCY

OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	C/PRD 29-150	JSR	29 June
2	c/P PAS		
3			
4			
5			

FROM		INITIALS	DATE
1	c/P/PAS	BHB	28 Jun 54
2			
3			

☐ APPROVAL ☐ INFORMATION ☐ SIGNATURE
☐ ACTION ☐ DIRECT REPLY ☐ RETURN
☐ COMMENT ☐ PREPARATION OF REPLY ☐ DISPATCH
☑ CONCURRENCE ☐ RECOMMENDATION ☐ FILE

Remarks: Concur - JSR
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is hand carried to ███████ JSR.

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CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	D C/PAS 29-218		25 June
2	C/PAS	C/PAS	25 June
3	DC/PAS		
4	C/P		
5			

FROM		INITIALS	DATE
1	C/PRD	JR	24 JUN 1954
2			
3			

- [ ] APPROVAL
- [ ] ACTION
- [ ] COMMENT
- [ ] CONCURRENCE
- [ ] INFORMATION
- [ ] DIRECT REPLY
- [ ] PREPARATION OF REPLY
- [ ] RECOMMENDATION
- [ ] SIGNATURE
- [ ] RETURN
- [ ] DISPATCH
- [ ] FILE

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Remarks:

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Benho — work with
publish as interim O P W

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